

CITY OF MIAMI BEACH
Office of the City Manager
Letter to Commission No. 178-2004



To: Mayor David Dermer and
Members of the City Commission

Date: July 15, 2004

From: Jorge M. Gonzalez
City Manager

A handwritten signature in black ink, appearing to read "Jorge", written over the printed name.

**Subject: FY 04/05 BUDGET – PRELIMINARY PROPOSED BUDGET
ADJUSTMENTS**

The purpose of this LTC is to provide you with additional information requested at the July 12th 2004 Budget Briefing regarding proposed budget adjustments.

As discussed in my July 7, 2004 LTC (# 167-2004), as in prior years, I asked each department to identify Budget Adjustments, some of which may be efficiency improvements, that may be used to address funding gaps or to fund some of the more important service enhancements proposed by the departments. Attached is a preliminary shortened list of the department Budget Adjustment proposals that I am giving further consideration for inclusion in the FY 2004/05 Proposed Operating Budget. The page numbers referenced on the list refer to the book "FY 2004/05 Adjustments to Core Budget & Increased/Enhanced Service Levels" distributed with that LTC. As we continue in the process of balancing the FY 04/05 budget, be mindful that no final decisions have yet been made. My final recommendations will be included the FY 04/05 proposed operating budget along with my proposed enhancements.

Further, although I will be submitting a proposed operating budget to you before the July 28th, 2004 Commission meeting, please remember that all we will be doing on July 28th from a budget perspective is setting the proposed millages. We can continue to refine these proposals over the summer prior to adopting the final budget after two public hearings in September. As always, if there is any direction or guidance you wish to provide or if there is additional information you need, please feel free to contact me.

Additional Commission budget briefings are scheduled for Friday, July 16th at 10:00 a.m. and Tuesday, July 20th at 2:00 p.m.

JMG/KGB

Attachment

c: Executive Staff
Management and Budget Staff

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CITY CLERK'S OFFICE

PROPOSED ADJUSTMENTS

General Fund Departments

Department	Proposed Adjustment	\$ Impact
City Manager's Office	Deferral of funded yet vacant ACM as well as other operating efficiencies (page 1)	\$136,474
Communications	Decreases in various accounts (page 3)	\$11,886
Office of Budget & Performance Improvement	Deferral of vacant training position & postponement of replacement of Senior Auditor retiring in 2005. (page 5)	\$82,306
Finance	Allocate 1/2 Chief Financial Officer salary and fringes to Information Technology and other various operating expenses Defer hiring Revenue Manager and various operating expenses in other revenues and account divisions (page 8 to 12)	\$139,605
Human Resources	Allocate 40% of HR Director to Risk Management & various savings in operating expenses (pages 25 to 27)	\$51,879
City Clerk's Office	Eliminate filled Proclamation position, annual accrual for FY 06 election and reduce Spanish translator contract by \$39, 113 to be replaced by Spanish language contract (page 31)	\$153,683
City Attorney's Office	Defer vacant Senior Assistant City Attorney & vacant Receptionist positions (page 36)	\$140,607
Economic Development	Reductions in various operating accounts (page 39)	\$8,800
Planning	Defer vacant Office Associate III position (page 41)	\$36,066
Tourism & Cultural Development	Defer vacant position, replace funding for outside publishing contract with alternate funding mechanism (page 46)	\$139,086
Bass Museum	Reduce rent and electricity based on current operations (page 48)	\$15,194
Neighborhood Services	Replace vacant Answer Center Admin Aide I with part-time contracted position to cover peaks, absences, etc., various salary adjustments & operating cost adjustments in Administration, Community Services, Answer Center, Community Resource & Outreach, including salary savings due to reclassifications, and savings associated with contracted Log Cabin positions (pages 50, 52, 54, 56 & 58)	\$61,156
Park & Recreation	Move landscape maintenance contract for 17 parks in-house and reduce mowing cycles per year from 36 time per year to 30 times per year, defer vacant Assistant Director for Recreation and defer Normandy Pool staff due to delays (pages 62 to 69)	\$377,585
Public Works	Allocating Assistant Director and Secretary to Stormwater & Water & Sewer Enterprise Funds as well as advertising and other operating cost adjustments, defer vacant Masonry Helper position, and overtime reductions (pages 70 to 72)	\$185,648
Fire	\$106,000 in current savings by using state certified civilian fire inspectors for fire prevention with increasing savings over time through attrition, more efficient utilization of suppression & fire rescue overtime reducing by \$43,000 and \$31,900 respectively, and \$70,000 in capital for suppression due to alternative funding (pages 108 to 114)	\$251,207

General Fund Departments (continued)			
Department	Proposed Adjustment		\$ Impact
Citywide	Reduce various programs by 5% (page 123)		\$6,424
	Current	Proposed	
	Hot Meals for Sr. Citizens Program	\$49,400	\$46,930
	Douglas Gardens Community Mental Health Center	\$22,800	\$21,660
	Stanley C. Meyers Community Health Center	\$22,800	\$21,660
	Boys and Girls Clubs of Miami	\$17,480	\$16,606
	Annual Dade County Days	\$5,000	\$5,000
	Miami Beach Chamber of Commerce	\$25,000	\$25,000
	North Beach Development Corporation	\$20,000	\$20,000
	Sister Cities Program	\$16,000	\$15,200
	SOBE Spay & Neuter Program	\$5,000	\$5,000
	TOTAL		\$1,797,606

Internal Service Fund Departments

Department	Proposed Adjustment	\$ Impact
Information Technology	Defer 1 year renewal and replacement for printers & PC's, etc., partially offset by various other operating cost increases and allocation of CFO salary to IT (page 13 to 24)	\$76,061
Fleet Management	Eliminate one vacant Account Clerk II & one filled Account Clerk I partially offset by addition of Office Associate V (page 96)	\$27,576
	TOTAL	\$103,637

Enterprise Fund Departments

Department	Proposed Adjustment	\$ Impact
Parking	Reduce contract for attended 24X7 operation of 13th St. garage due to new Pay-on-Foot Equipment (page 93)	\$125,973
	TOTAL	\$125,973

Resort Tax

Resort Tax			
Department	Proposed Adjustment		\$ Impact
Internal Audit	Decrease in professional services for resort tax audits (page 5)		\$20,000
Citywide	Reduce various programs by 5% (page 125)		\$1,300
		Current	Proposed
	Monuments	\$22,800	\$30,000
	Orange Bowl	\$18,750	\$18,750
	July 4th Celebration	\$19,000	\$20,000
	Festival of the Arts	\$30,400	\$30,400
	Jewish Museum	\$57,000	\$55,000
	South Beach and Greater Miami		
	Hispanic Chamber	\$23,750	\$20,000
	Latin Chamber of Commerce	\$23,750	\$20,000
	Miami Design Preservation League	\$25,000	\$25,000
	Homeless Programs	\$245,000	\$245,000
	TOTAL		\$21,300

GRAND TOTAL

\$2,048,516